CENTENARY COLLEGE OF LOUISIANA

FACULTY HANDBOOK

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FOREWORD

In the autumn of 1957 the faculty and administration decided to prepare a statement of Centenary College's policies on tenure, promotion, freedom of speech, and related subjects.

Faculty Committees prepared statements which largely reflected policies and practices that were already in existence at Centenary College. After approval by the Board of Trustees, these statements were adopted by the faculty.

Joe J. Mickle, President

Leroy Vogel, Dean

April, 1958.

FACULTY PERSONNEL COMMITTEE

Terms expiring in 1959:

Dr. John B. Entrikin

Dr. Elmer L. Ford

Terms expiring in 1960:

Dr. William F. Pledger

Dr. Woodrow W. Pate

Terms expiring in 1961:

Dr. Ira L. Morgan

Dr. Mary Warters

FACULTY CLUB OFFICERS, 1958 - 1959

President.....Mrs. Fariebee Self

Vice-President.....Dr. Donald Emerich

Treasurer.....Mr. Elwood B. Traylor

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1 — History of Centenary College

On May 2, 1825, the College of Louisiana, a State institution, was opened at Jackson, Louisiana.

Fourteen years later, in 1839, the Methodists, meeting at Jackson, Mississippi, commemorated the One-Hundredth Anniversary of Methodism by organizing a college — Centenary College. The new College began to function in October, 1841, at Clinton, Mississippi, where a few classes were taught. The following year, the College moved to Brandon Springs, Mississippi. The first graduating exercises were held in that town in 1844, with 12 graduates.

However, it was apparent that the college could not survive in the small village of Brandon Springs. Therefore, in 1845, when the State of Louisiana closed the College of Louisiana, friends arranged for Centenary to acquire the splendid grounds and buildings formerly used by the Louisiana school, and Centenary moved to Jackson. Thereafter the college was known as "Centenary College of Louisiana." The College functioned continuously at Jackson, Louisiana, until interrupted by the Civil War.

When the war ended, Centenary reopened; however, the future of the College was uncertain. Reconstruction presented almost insurmountable difficulties. But the Trustees, with indomitable courage, planned for the future and immediately launched a campaign to raise funds for the School. Under great difficulties Centenary College continued to keep the "light of education burning."

Centenary served with distinction at Jackson, but it became evident that the College could not grow strong in competition with the other colleges which had been established in larger towns relatively close to Jackson. In 1905, Centenary accepted an invitation to move to Shreveport where greater opportunities for growth were offered.

On December 31, 1906, ground was broken for the first building at Shreveport, and classes were opened on September 16, 1908. The first graduating exercises were held in Shreveport in 1912, with four graduates. In the intervening years Centenary has continued to grow in strength and usefulness.

2 — Purpose

Centenary College is proud of the fact that it is an institution of the Methodist Church. As such, the College is dedicated to the idea that it should provide the environment in which religion and sound scholarship unite to produce a well-rounded Christian life with high moral standards and broad intellectual horizons.

Within this framework, Centenary has found no room for narrow sectarianism but has sought to provide a congenial atmosphere where persons of all faiths may seek their full intellectual and spiritual development.

The purpose of the College, as stated in the catalog, is as follows:

To prepare its students for maximum usefulness and service to society, based upon Christian principles and ethics.

To provide its students with basic understanding of human affairs and to prepare them to think clearly, honestly, and constructively on the fundamental problems of mankind.

To introduce its students to the arts and sciences that they may live enriched by an enjoyment of the cultural heritage of civilization.

To train its students in the principles and techniques of the profession, business, or other worthy occupation which they may select as their life's work.

To accomplish these aims, the faculty and staff give attention to the abilities and needs of each student and seeks to provide an atmosphere in which he may develop to his best potentials and acquire qualities of character which will equip him for leadership in society.

3 — Academic Freedom

Centenary College subscribes to a tradition of intellectual freedom, as illustrated in a statement of the General Conference of the Methodist Church in 1952: "Our role is not to suppress ideas, but to open channels of communication, so that men can come to know the thoughts of their neighbors, and so that the best thoughts of all men can come to be the possessions of all mankind."

The College is committed to the 1940 statement of the AAUP relative to academic freedom. "The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject." The teacher at Centenary should be cognizant of the aims of the College, as stated herein, and be in sympathy with these aims.

The 1940 Statement of Principles emphasizes the freedom and the responsibility of teachers:

> "The college ... teacher is a citizen, a member of a learned profession and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, he should exercise appropriate restraint, should show respect for the opinion of others, and should make every effort to indicate that he is not an institutional spokesman."

4 — Tenure

Centenary College subscribes to the statement of principles of the AAUP relative to academic tenure.

Written contracts covering the terms and conditions of employment shall be issued by the College annually before March 1. Teachers are expected to return annual contracts within 15 days after their receipt. Contracts not returned within this time are considered as rejected. Teachers who sign annual contracts are expected to be bound by the provisions of their contracts. A teacher may ask for a waiver of this requirement, but he is expected to conform to the decision of the administration on this point.

All teachers appointed shall serve a probationary period of three years during which time tenure shall not be regarded as continuous, and employment shall be on a year-to-year basis. The contract for the fourth year and thereafter, except as noted below, shall state specifically that the teacher is now on tenure.

If a teacher is not to be continued in service during or after the three year probationary period, notice shall be given at least four months prior to the end of the particular contract period; *provided* that only three months notice be given during the first academic year of employment. If mutually agreeable, employment may be continued after the end of the probationary period on a year-to-year basis, for not more than three years; *provided* that this limitation on employment shall not apply to honorably retired faculty members of other institutions who may be employed at the College.

All other appointments shall be made annually on a continuous tenure basis, and services shall be terminated only for adequate cause. Continuous tenure appointments may be terminated: (1) by honorable retirement; (2) by acceptance of resignation; (3) by conduct seriously prejudicial to the College through deliberate infraction of law or commonly accepted standards of morality, neglect of duty, inefficiency or incompetency; (4) under extraordinary circumstances because of *bona fide* financial exigencies. Teachers on continuous tenure who are dismissed for reasons not involving moral turpitude shall receive their salaries for the unexpired portion of their current contract from the date of notification of dismissal whether or not they are continued in their duties at the College; provided that no less than six months salary payment shall be paid the teacher regardless of the date of his dismissal and, provided further that if the dismissed teacher accepts other employment, the College shall be responsible only for any reduction in compensation received thereby.

If a tenure appointment is terminated because of a financial emergency, the released faculty member's place will not be filled by a replacement within a period of two years, unless the released faculty member has been offered reappointment and has declined.

Termination for cause of a continuous tenure appointment, or the dismissal for cause of a teacher previous to the expiration of a term appointment shall not be made without the knowledge of the Faculty Personnel Committee. In all cases the faculty member subject to dismissal shall be provided with a written statement from the President or the Dean indicating the reasons for the desire to terminate his services.

The teacher in question shall have the right to a hearing, without undue delay, before the Faculty Personnel Committee. He shall be allowed to have with him an adviser of his own choosing who may act as counsel. On request of either party, a full stenographic record of the hearing shall be made. After full consideration, the Faculty Personnel Committee will make its recommendations to the President, who will report his decision to the Executive Committee of the Board of Trustees for ratification.

5 — Duties of Faculty Members

All teachers shall be present at the College for the first faculty meeting prior to the opening of the session, and shall continue on duty throughout the academic year, including the commencement exercises.

The responsibilities to the College of full-time members of the faculty are held to be fulfilled when a teaching load appropriate to the rank and program is carried, an appropriate amount of scholarly research, aid in a program of public service, and a reasonable share of committee assignments is performed. Full-time faculty members may carry on some professional or business activities of an

income-producing nature, so long as such activities are compatible and not in conflict with College interests. The Dean of the College should know and approve of these activities outside the College.

Each faculty member is expected to maintain an attitude of loyalty to the fundamental principles and the government of the College, to promote its religious life, to bear a share in the general work and to attend the public exercises.

6 — Retirement

The mandatory retirement age for the faculty at Centenary is 65. Circumstances that may seem to justify extension of services beyond this age, or the involuntary retirement before this age shall in all cases be considered by the Faculty Personnel Committee. This Committee shall make its recommendations to the President, who will report his decision to the Executive Committee of the Board of Trustees for ratification.

7 — Promotion

Rank at time of appointment and promotion at Centenary is dependent upon degrees or equivalents and the experience in college teaching, with primary consideration for the following criteria: (1) Effectiveness in teaching; (2) Breadth of cultural background; (3) Command of the special field; (4) Continued scholarly growth as evidenced through research, publication and professional participation; (5) Effectiveness in individual service to students (counseling, extra-curricular supervision, etc.); (6) Effectiveness of cooperation with colleagues; (7) Public service through community participation, church work, outside speaking, etc.

The President of the College, aided by the counsel and recommendations of the Faculty Personnel Committee, shall recommend advances in rank to the Board of Trustees for action.

8 — The Honor System

Academic work at the College is performed according to the rules outlined in the Centenary Honor Code. Tests, papers, reports, lab work, etc. will be pledged by the student as follows: "I have neither given nor received aid on this (work) (exam) nor have I seen others do so."

The Code is administered by a student-constituted Honor Court, and any violations are handled by the Court rather than the teacher.

Each faculty member is expected to become familiar with the details of the Code and conduct his classes in accordance with the provisions. The Honor Court will provide each new faculty member with details as to the specific operation of the Code.

9 — Faculty Organization

A. *Faculty Functions*

The Faculty shall hold regular meetings once each month, or on call. The President may authorize the Dean or another faculty member to preside. Voting shall be limited to faculty members holding academic rank. The

Faculty of the College shall approve all changes in curriculum, all candidates for degrees, and such other matters as may be brought before it for consideration.

The Faculty shall elect from its membership (1) the Faculty Personnel Committee; (2) any necessary representatives of other College committees (see Catalog); (3) a Secretary to the Faculty and such other persons as might be needed to properly carry on the business of the Faculty.

B. *Faculty Personnel Committee*

The Faculty Personnel Committee shall be composed of six members of the full-time faculty, who shall hold tenure in the ranks of associate and full professor. The original Committee being elected for staggered terms, two members shall be elected each year to serve for a term of three years. No faculty member shall serve for a longer period than seven years. Nominations for the Committee shall be made each year at the regular March meeting, and election shall be held at the regular April meeting. Election shall be by secret ballot, with a majority of the votes of those present at the meeting being necessary for election.

On any matter of concern to a particular department, the Chairman of that department shall become temporarily an *ex officio* member of the Committee, with full voting rights for the matter relating to his department. The Committee shall determine and select its own officers, except that *ex officio* members may neither vote for nor serve as officers of the Committee.

The functions of the Faculty Personnel Committee shall be to advise and consult with the President and the Dean on matters pertaining to faculty personnel. The Committee shall make recommendations to the President, as outlined in this handbook, in connection with granting of tenure, dismissals, retirements, appointments and promotions in rank.

C. *Faculty Club*

Constitution and By-Laws for the Centenary College Faculty Club

I. This club, to be known as the Centenary College Faculty Club, shall have the following purposes:

A. To extend in the name of the membership of the club expressions of sympathy, gifts, or remembrances for appropriate occasions, as follows:

1. Flowers on the occasion of the death of a college employee, his parents, his spouse, or his child.

2. Cards for all other bereavements involving a college employee.

3. Gifts upon the marriage of college employees or their children.

4. Cards in cases of illness of any college employee.

5. Cards for the recognition of outstanding achievements and honors which are conferred upon college employees.

B. To maintain a room for the informal daily social life of club members.

C. To provide group social activities for the faculty and faculty families as the occasion arises.

II. Membership

A. Faculty members with a full teaching load are expected to maintain full membership.

B. All part-time and night school faculty members may become associate members.

C. The administrative officers of the college holding the following titles as listed in the college catalog may be associate members:

1. President
2. Vice-President
3. Treasurer
4. Business Manager
5. Assistant to the President
6. Director of the News Bureau
7. Registrar
8. Director of the Evening Division
9. Dean of the College
10. Dean of Students
11. Dean of Women

D. The following officials of the Louisiana Conference of the Methodist Church may be associate members:

1. Executive Secretary, Board of Education
2. District Superintendent, Shreveport District

E. Dues will be $5.00 per year for a new member member or a new associate member. Upon payment of such dues, he will be given a key to the Faculty Lounge by the Treasurer of the Club.

Dues will be $4.00 per year for a member or an associate member who has a key.

F. An associate member shall enjoy all privileges of club membership except as otherwise stated.

G. Only full members may vote and hold office.

III. Use of the Semon Lounge.

A. The Faculty Lounge is intended exclusively for the use only of members and associate members and their occasional guests. No students will be allowed in the lounge under any circumstances.

B. No group meetings other than official Faculty Club functions will be held in the Faculty Lounge. However, the Lounge may be used to entertain faculty members of other institutions in attendance at college-related activities directed by a club member, provided such use has the formal approval of the Executive Committee of the club. Each year a meeting of the Centenary Dames Club may be held in the Lounge when that organization is being entertained by faculty women who are members of the Faculty Club.

IV. Officers and Duties

A. The officers of the Faculty Club shall form the Executive Committee of the Club. They will be elected for a term of one year at the last meeting of the Faculty Club in the spring.

B. The officers shall consist of the following:

1. President, who is the chief executive officer of the Club.

   a. He shall preside at all meetings of the Club.

   b. He and the Executive Committee are responsible for the operation of the Club between meetings.

   c. He shall appoint a nominating committee to present a slate of officers for the annual election.

   d. He shall appoint other committees as needed.

2. Vice-President

   a. He shall preside in the absence of the president.

   b. He shall act as the corresponding officer of the club. In this capacity he shall issue all appropriate notices to the members at the direction of the president, and he shall be responsible for the purchase and sending of all gifts and cards as provided for in Section I. A.

   c. He shall keep the Constitution and By-Laws up to date by adding all amendments that are adopted.

3. Treasurer

   a. He shall handle and account for all money belonging to the Faculty Club.

   b. He shall be responsible for working out with a committee appointed by the president the daily operations of the Faculty Club.

V. Amendment of the Constitution and By-Laws. Amendments may be made by a majority vote of those club members present at a scheduled meeting.

10 — Salary Scale

(As approved by Board of Trustees, Feb. 20, 1958)

	Minimum	*Maximum*
Professors	$5,200	$7,000
Associate Professors	4,800	6,200
Assistant Professors	4,200	5,200
Instructors	3,800	5,000

11 — Benefits

Group Insurance:

(a) *Life Insurance:*

Professors, associate professors and assistant professors have coverage in the amount of $5,000.00. Monthly premium $6.50.

Instructors have coverage in amount of $2,000.00. Monthly premium $2.60.

All life insurance has a cash value that is never less than the total premium paid by the employee.

(b) *Hospitalization Insurance:*

Benefits:	*Employee*	*Dependent*
Daily Hospital Room (30 day limit)	$ 12.00	$ 10.00
Miscellaneous Hospital Charges	$ 240.00+	$ 200.00+
	75% of next $1,000	75% of next $1,000
Maximum Surgical	$ 200.00	$ 200.00
Major Medical Expense	$5,000.00	$5,000.00

Monthly premiums:

	Without Dependents	One Dependent	2 or more Dependents
Professors, Associate Professors and Assistant Professors	$1.50	$2.65	$3.30
Instructors	$1.20	$2.35	$3.00

Premiums for group insurance are deducted each month from the employee's pay check. Complete details of the group insurance program can be found in a booklet available at the business office.

Retirement Program:

(a) *Social Security*

All employees of the College, except ministers, are covered under the Federal Insurance Contributions Act (Social Security). The employee's contribution at the present time is 2¼% of gross earnings up to a maximum of $4,200.00 a year. Payment is made by the employee through deductions from each pay check. In addition, the College, as employer, pays in an equal amount for credit to the employee's social security account.

(b) *Teachers Insurance and Annuity Association*

In addition to social security, a retirement plan for faculty members is provided by the College through the organization known as TIAA. TIAA is a legal reserve life insurance company organized by The Carnegie Foundation to issue annuities and life insurance especially designed for employees of colleges and universities.

All full time faculty members are eligible to participate in the TIAA retirement program after completing the first year of teaching. During the second and third year, participation in the program is optional with the faculty member. After three years of service the faculty member is required to participate.

To participate, each employee must contribute 5% of his gross earnings through a payroll deduction plan. The College pays in a like amount so that a total of 10% of gross earnings is paid in for the purchase of an annuity contract for the employee. The annuity contract is the sole property of the employee, including the portion purchased by the contribution of the College.

Benefits of the plan are dependent upon age and amounts contributed and will therefore vary in each individual case. Information concerning the computation of benefits and many other details can be found in TIAA publications available at the business office.